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**Subject: Disposal of Equipment**

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Effective Date: February 1, 2009

Revised from:

**Policy:** Local Agency (LA) may not dispose of property purchased with WIC funds without KDHE authorization. Disposal of obsolete equipment should occur within one month of removal from service.

**Reference: CFR §246.24**

**Procedure:** The following information must be submitted **in writing** to the State Agency (SA) lead contact for your clinic in advance of disposing the items (**an e-mail with the following information will be adequate**).

1. Description and brand name of the equipment (for example: an Source Technology printer)
2. Serial number
3. KDHE Inventory Number (if there is one)
4. Condition of the Equipment
  - a. In working condition,
  - b. Not working-serviceable,
  - c. Not working-not serviceable,
  - d. Obsolete-working,
  - e. Obsolete-not working.
5. Describe how the item(s) will be discarded, sold or donated.

The lead contact for your clinic will review the request for disposition and determine the action to be taken and inform the LA of the action to be taken. If you are directed by the lead contact to dispose the equipment the LA should follow their county's procedures in disposing of this equipment. The LA must update the WIC Inventory List and submit it to the lead contact showing the disposition of the equipment.

After disposition the LA must send confirmation that the item(s) has been disposed of as indicated. If sold, indicate how much the item(s) was sold for and indicate to whom. A credit for the total amount of the item sold should be applied to the following month's affidavit.